

## JOB OPENINGS

### Part 1

**Number of Openings:**

1

**Company Name:**

**HENRY SCHEIN INC**

**Job Title:**

**Sr. Surgical Product Specialist**

**Minimum Experience Required:**

**1 year**

**Job Description:**

**Job Description:** Assist in the development of marketing for surgical products. Assist with the execution of business plans, including competitive analysis, strategic growth plans and objectives. Plan for sales and marketing initiatives and business development needs, to grow the sales and profitability of surgical product categories. Participate in the surgical outpatient market development strategy and brand reinforcement campaigns for SurgiTeam, a corporate surgical brand for office-based surgical practices and ambulatory surgery centers (ASC's). Assist the ASC team in producing quarterly SurgiTeam print publication and surgical marketing campaigns, and identify surgical product gaps and unique surgical product offerings. Participate in the growth incentive program for key suppliers and prepare quarterly projections presented to senior management. Participate in the direct category analysis and strategy development in conjunction with Market Segment Managers to increase market penetration and effectiveness of sales and marketing programs.

**Education/Experience Minimum Requirements:** Bachelor's degree or foreign equivalent in Business Administration, Marketing, Management, Finance or closely related field, plus 1 year of experience in the position offered or related occupation in surgical products. Must have one year of experience: identifying key revenue streams; assisting in cost analysis for medical supplies and equipment; marketing and brand management strategies and plans; working with marketing materials; coordinating recommendations on funding and marketing strategy to senior management to promote an organization's growth; working with medical and surgical product manufacturers and participating in cost negotiation; working with focus on ambulatory surgery centers; analyzing surgical outpatient market opportunities & liabilities; researching and evaluating the outpatient distribution market including key competitors; conducting customer analysis of outpatient surgical facilities; drafting marketing pitch and sales techniques for approaching non-acute surgical customers; making presentations to senior management and outside suppliers.

**Other Requirements:** 5%-10% of domestic travel is required. Experience with custom surgical packs and kits including component evaluation, pricing analysis, supplier/distributor relationship, and understands the manufacturing process of customized packs and kits.

## BUSINESS SERVICES

**Marcus Duffin, Business Services Representative**



## **JOB OPENINGS**

### **Part 2**

#### **Send resume to:**

J. Gianninoto, Henry Schein,  
135 Duryea Road, Melville, NY 11747.

Job Ref. # **HSSSPS-2**,

#### **Job Location:**

Melville, New York

#### **Benefits:**

Health Insurance, Vacation

#### **Hours per Week:**

40

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

Bachelor's Degree

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

**To apply, contact the employer by mail:**

**Ganninoto, Joanne**

**135 DURYEA RD**

**MELVILLE, NY 11747-3834**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

## **JOB OPENINGS**

### **Part 1**

**Number of Openings:**

**10**

**Company Name:**

**Roto-Rooter**

**Job Title:**

**Service Technician /Plumbing**

**Minimum Experience Required:**

**2 years**

**Job Description:**

**Job descriptions, including tasks:**

- Responds to customer service calls by inspecting problem area and accurately diagnosing a problem, provides solution and estimate and service and closes the sale.
- Performs sewer and drain cleaning services in areas including basements, roofs, confined spaces, and close quarters.
- Cleans and restores work site to a minimum pre-job condition.
- May perform basic plumbing repairs.
- Communicates with dispatch via cell phone or other acceptable alternative.
- Locates and arrives at job site in a timely manner; safely drives and operates service vehicle between job sites.
- Offers, promotes, and sells additional Roto-Rooter services and drain care products, where needed. Prepares invoices, totaling costs of services/products provided.
- Collects payment and explains Roto Rooter guarantee.
- Obtains required information for customers paying with a personal check.
- Codes out each job using a handheld communication device.
- Must be competent with hand held electronic device to process job assignments, accept payment, and code out the job, Documents and computers weekly receipts, invoices, and expenses with the branch accounting personnel.
- Turns in all cash, checks, credit card slips, invoices, and any other documents used or collected on the job.

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**



**Steven Bellone**  
Suffolk County Executive

**Frank Nardelli**  
Commissioner

**James DiLiberto**  
Workforce Investment Board Chair

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## **JOB OPENINGS**

### **Part 2**

**Job Location:**

**Farmingdale, New York**

**Pay:**

**Earning potential up to \$100,000.00 Yearly**

**Duration:**

**Full Time, Regular**

**Work Days:**

**Monday thru Friday**

**Minimum Education Required:**

**GED**

**Driver Licenses, Including Endorsements:**

**Class D (Operator)**

**How to Apply:**

**To apply, contact the employer by mail:**

**Akinyooye, Samuel**

**241 Central Ave**

**Farmingdale, NY 11735**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

**Number of Openings:**

**2**

**Company Name:**

**Roto-Rooter**

**Job Title:**

**Excavation Laborer**

**Minimum Experience Required:**

**Must have Construction experience in both residential and commercial**

**Job Description:**

- \* Construction experience in both residential and commercial
- \* Able to work in confined spaces and open trenches
- \* Complete jobs within specified time lines
- \* Pass pre-employment background check and drug screen and have a valid driver's license
- \* **Trenchless water, sewer & gas experience a plus**
- \* Work a flexible schedule that may include nights and weekends

**Job Location:**

**Farmingdale, New York**

**Pay:**

**\$20.00 - \$25.00 Hourly**

**Duration:**

**Full Time, Regular**

**Work Days:**

**Monday thru Friday**

**Minimum Education Required:**

**High School Diploma**

**Driver Licenses, Including Endorsements:**

**Valid driver's license**

**How to Apply:**

**To apply, contact the employer by mail:**

**Akinyooye, Samuel**

**241 Central Ave**

**Farmingdale, NY 11735**

## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

**Number of Openings:**

1

**Company Name:**

Vizion Logistics LLC

**Job Title:**

Accountant

**Minimum Experience Required:**

2 years

**Job Description:**

Accountant (Lynbrook, NY) Prepare, examine, & analyze financial reports. Provide internal and external auditing services. Analyze logistics operations to project future revenues/expenses.

**Required:** MS in Accounting or Finance & 2 years' experience. **\*\*Must know E-FREIGHT.**

**Job Location:**

Lynbrook, New York

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

Master's Degree

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

**To apply, contact the employer by mail:**

**Wei, Albert**

**300 Merrick Rd**

**Suite 308**

**Lynbrook, NY 11563**

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

**Number of Openings:**

1

**Company Name:**

**AVENTURA TECHNOLOGIES INC.**

**Job Title:**

**Executive Administrative Assistant**

**Minimum Experience Required:**

**5 years**

**Job Description:**

Provide a wide variety of executive-level administration support to the Senior Leadership Team.

**Essential Job Functions: Answer phones promptly and uses good judgment to prioritize the distribution of messages in a Performs general clerical duties to include but not limited to:**

- Photocopying, faxing, mail distribution and filing.
- Creates and modifies various documents using Microsoft Office, (Excel, PowerPoint, and Word).
- Prepares meeting materials and assists with the development of presentations.
- Maintains Outlook calendar(s) in current and accurate status.
- Coordinates schedules, meetings and conference calls as needed or anticipated.
- Records minutes at various meetings and archives them accordingly.
- Coordinates travel arrangements as needed.
- Coordinate trade shows and logistics and assist marketing Data entry for invoicing and quotes
- Performs all other related duties as assigned.
- Strong decision making capabilities

**Qualifications:**

- Five or more years of administrative support experience
- Three years or more of experience supporting director-level or higher management required.
- Very experienced with Microsoft Office applications to include Word, Excel, PowerPoint and Outlook required.
- Strong attention to detail and excellent organizational skills required.
- Must have the ability to multi-task in a fast paced and deadline driven environment.
- Must be highly organized and meticulous with detail.
- Must be able to maintain professionalism and a positive service attitude at all times.
- **General bookkeeping knowledge a plus.**

**Preferred Education, Experience & Skills:** Some college coursework or business vocational school education preferred.



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Physical & Mental Requirements:**

- Ability to lift up to 25 pounds.
- Ability to sit for extended periods of time.
- Ability to use fine motor skills to operate office equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem solving

#### **Job Location:**

**Commack, New York**

#### **Pay:**

**\$30,000.00 - \$40,000.00 Yearly**

#### **Duration:**

Full Time, Regular

#### **Work Days:**

Monday thru Friday

#### **Minimum Education Required:**

**High School Diploma**

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

**To apply, contact the employer by email:**

**Email: [LLAZARUS@AVENTURACCTV.COM](mailto:LLAZARUS@AVENTURACCTV.COM)**



## **JOB OPENINGS**

**Number of Openings:**

1

**Company Name:**

**AVENTURA TECHNOLOGIES INC.**

**Job Title:**

**Sales & Marketing Team Member**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

The ideal candidate is a quick learner, with strong organizational and communications skills. We look for individuals who think outside the box and have a self-starter attitude.

- Be prepared to work as part of a team in a fast-paced and challenging environment where you will learn and grow each and every day.
- You will report to the Business Development Managers who will guide and educate you in the necessary skill sets.
- Day-to-day tasks consist of conducting research for business intelligence information and uncovering opportunities for the sales group.
- Other aspects of the job consist of communications with targeted prospects and company sales and marketing personnel.

**Minimum Requirements:** Bachelor's Degree and proficiency in Word, Excel and Outlook and a positive mental attitude.

**Job Location:**

**Commack, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**Bachelor's Degree**

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

**To apply, contact the employer by email:**

**Email: [LLAZARUS@AVENTURACCTV.COM](mailto:LLAZARUS@AVENTURACCTV.COM)**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

## **JOB OPENINGS**

### **Part 1 of 3**

**Number of Openings:**

1

**Company Name:**

**GLOBAL MARKET DEVELOPMENT INC**

**Job Title:**

**Electronic Engineering Technician**

**Minimum Experience Required:**

**Experienced with CAD software; Experienced with basic office suite software**

**Job Description:**

- \* Assemble electronics units.
- \* Interpret engineering drawings and instructions such as blueprints, schematics, wiring diagrams.
- \* Use standard test equipment.
- \* Follow engineering guidelines to carry out tests.
- \* Analyze test results.
- \* Record data on testing techniques, laboratory equipment, specs, test results, equipment performance.
- \* Recommend improvements to performance and reliability.
- \* Calibrate and maintain test equipment.
- \* Build engineering prototypes.
- \* Put together circuitry.
- \* Test and maintain circuitry.
- \* Replace defective circuitry and components.
- \* Install new equipment.
- \* Provide product information.
- \* Update drawings.
- \* Recommend drawing changes.
- \* Maintain work area according to corporate standards.
- \* Know regulations about use and maintenance of electronics equipment.
- \* Experience in digital and analog electronics.
- \* Use measuring probes, multimeters, voltage meters, current meters, soldering stations, desoldering stations, circuit tester.
- \* Experience with CAD software.
- \* Experience with basic office suite software.
- \* Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
- \* Test electronics units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.
- \* Perform preventative maintenance and calibration of equipment and systems.

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 2 of 3**

- \* Assemble, test, and maintain circuitry or electronic components according to engineering instructions, technical manuals, and knowledge of electronics, using hand and power tools.
- \* Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron.
- \* Write reports and record data on testing techniques, laboratory equipment, and specifications to assist engineers.
- \* Identify and resolve equipment malfunctions, working with manufacturers and field representatives as necessary to procure replacement parts.
- \* Maintain system logs and manuals to document testing and operation of equipment.
- \* Provide user applications and engineering support and recommendations for new and existing equipment with regard to installation, upgrades and enhancement.
- \* Build prototypes from rough sketches or plans.
- \* Research equipment and component needs, sources, competitive prices, delivery times and ongoing operational costs.
- \* Design basic circuitry and draft sketches for clarification of details and design documentation under engineers' direction, using drafting instruments and computer aided design (CAD) equipment.
- \* Develop and upgrade preventative maintenance procedures for components, equipment, parts and systems.
- \* Assembled electronics units.
- \* Interpreted engineering drawings and instructions such as blueprints, schematics, isometric diagrams, wiring diagrams, technical manuals.
- \* Used standard test equipment.
- \* Followed engineering guidelines to carry out tests.
- \* Analyzed test results.
- \* Recorded data on testing techniques, laboratory equipment, specs, test results, equipment performance.
- \* Recommended improvements to performance and reliability.
- \* Calibrated and maintained test equipment.
- \* Built engineering prototypes.
- \* Assembled circuitry.
- \* Tested and maintained circuitry.
- \* Replaced defective circuitry and components.
- \* Installed new equipment.
- \* Recommended drawing changes.
- \* Maintained work area according to corporate standards.
- \* Applied knowledge of regulations about use and maintenance of electronics equipment.
- \* Used measuring probes, multimeters, voltage meters, current meters, soldering stations, desoldering stations, circuit tester, and power distribution.



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 3 of 3

#### Requirements:

\* Experienced with CAD software.\* Experienced with basic office suite software.\*

**Knowledge sets include:** Alternating current or direct current AC DC motors, Basic Electronics, Computer aided design CAD software, Desktop computers, Digital cameras, Digital Multimeter, Digital voltmeters DVM,

#### Job Location:

**EDGEWOOD, New York**

#### Benefits:

**Health Insurance, Vacation, Sick Leave, Holidays**

#### Hours per Week:

40

#### Duration:

Full Time, Regular

#### Work Days:

Monday thru Friday

#### Shift:

First (Day)

#### Minimum Education Required:

**Less Than High School**

#### Driver Licenses, Including Endorsements:

No Driver License requirements specified.

#### How to Apply:

**To apply, contact the employer by email:**

**Email: [chris@accusonicvoicesystems.com](mailto:chris@accusonicvoicesystems.com)**

## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 1**

**Number of Openings:**

1

**Company Name:**

**ARAMARK**

**Job Title:**

**Chef Manager - Higher Education - Suffolk County Community College**

**Minimum Experience Required:**

**2-3 years**

**Job Description:**

**Position Description:**

Responsible for all aspects of food production, food safety, and all other activities which support food quality and Operational Excellence.

**Scope of Role:**

Level of impact is within single unit or component. Account is generally a small operation with a single residential location, catering production, and a small retail food court. Total managed volume is up to approximately \$2.2M. Generally manages 2-10 employees.

**Key Responsibilities:**

- Develop and be accountable for a safety culture that creates a work environment where no one gets hurt.
- Ensure quality, consistency, and adherence to standards based on Aramark Higher Education Operation Excellence.
- Train and manage kitchen personnel and supervise/coordinate all related culinary activities.
- Estimate food consumption and requisition or purchase food, select and develop recipes, standardize production recipes to ensure consistent quality, establish presentation technique and quality standards, and plan and price menus.
- Ensure culinary equipment is properly operated and maintained.
- Oversee special catering events and may also offer culinary instruction and/or demonstrates culinary techniques.
- Assist in supervision of kitchen personnel with responsibility for hiring, discipline, performance reviews, and initiating pay increases.
- Responsible for component menu planning, costing, and brand management.
- Ensure component compliance with sanitation and safety requirements.
- Coordinate activities with other internal departments and participates in management team meetings.
- Interface with vendors and key service users within client organization.
- Ensure standard of 90/10 rule is met in kitchen.



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Knowledge, Skills, and Abilities:**

- Must have minimum two-year culinary certificate from accredited school or have related experience such as apprenticeship.
- Minimum 2-3 years kitchen experience.
- ServSafeCertified.

#### **Job Location:**

**Selden, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**Associates Degree from Culinary Certificate from Accredited School**

#### **Driver Licenses, Including Endorsements:**

**ServSafeCertified**

#### **How to Apply:**

**To apply, contact the employer on-line:**

**Web-site: <http://my.jobs/f8e799b7bf514fe2acef192d1d5c6ab5161>**



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

#### Company Name:

C2 Education

#### Job Title:

Center Director

#### Minimum Experience Required:

3-5 years

#### Job Description:

**Center Director Position Overview Defined:** The Center Director is integral to the success of C2 Education by driving center sales performance and operational excellence. The Center Director acts as the center manager, tracks student progress, conducts conferences, and upholds high quality customer service. The Center Director is often the “Face of C2 Education” and is a brand ambassador. The Center Director must uphold the highest standards of excellence in customer service and support of C2’s programs and services.

#### Responsibilities:

- \* Meet sales performance targets and operational excellence standards.
- \* Conduct sales conferences with prospective customers to review C2’s programs and services and enroll students.
- \* Conduct conferences with parents and students to review progress, adjust academic plans, and renew enrollments.
- \* Recruit, hire, manage and provide ongoing feedback and support to center staff.
- \* Manage class schedules to effectively staff sessions and meet company efficiency and usage targets.
- \* Lead company marketing initiatives by forming relationships with local schools and merchants and actively participating in community events as a C2 representative.
- \* Oversee student testing and monitoring of all students’ academic progress.
- \* Ensure flawless execution of C2 programs and initiatives.

#### Required Skills Key Competencies/Success Factors Sales Driven:

- \* Focused on creating and fostering customer-related opportunities to improve center sales.
- \* Demonstrates initiative and resourcefulness in expanding on existing customer base to increase center sales and profit.

#### Customer Focus:

- \* Dedicated to meeting the expectations and requirements of internal and external customers.
- \* Exhibits professional and approachable demeanor; understands they are the “Face of C2 Education”.
- \* Fosters an environment of open communication with students and parents to ensure positive and effective conflict resolution.



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

#### **Passion for Results:**

- \* Personally committed to the success of the center, and C2 Education.
- \* Approaches situations with a positive attitude, and offers creative solution-oriented options when faced with challenges.
- \* Ability to organize and manage multiple responsibilities successfully.
- \* Is proactive and works to solve for issues before they arise.

#### **Works well with others:**

- \* Establishes and maintains effective relationships with others and gains trust and respect.
- \* Listens, communicates and responds well with others both internally and externally.
- \* Demonstrates an attitude of helpfulness, support, and service.
- \* Creates and contributes to a team environment that is positive and productive with all employees.

#### **Personal Drive and Development:**

- \* Has a desire to grow professionally.
- \* **Actively continues self-development process by gaining knowledge and further building skills in the following areas:**
- \* Educational Curriculum
- \* Sales Analysis
- \* Time Management
- \* Coaching and Communication Skills
- \* Leadership Development

**Position Qualifications:** \* Bachelor's Degree required \* 3-5 years progressive career growth in management or consultative sales \* Background in sales / education / hospitality / retail \* Understanding college admissions process and/or local school system preferred \* **Bilingual in English and Korean or Mandarin beneficial** \* Creative problem-solver \* **Proficient in Microsoft Office**

#### **Job Location:**

**Stony Brook, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**Bachelor's Degree required**

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/7c352a5c2bc64484811b0a043cf35241161>



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

**Number of Openings:**

1

**Company Name:**

C2 Education

**Job Title:**

Center Director

**Minimum Experience Required:**

3-5 years

**Job Description:**

**Center Director Position Overview Defined:** The Center Director is integral to the success of C2 Education by driving center sales performance and operational excellence. The Center Director acts as the center manager, tracks student progress, conducts conferences, and upholds high quality customer service. The Center Director is often the “Face of C2 Education” and is a brand ambassador. The Center Director must uphold the highest standards of excellence in customer service and support of C2’s programs and services.

**Responsibilities:**

- \* Meet sales performance targets and operational excellence standards.
- \* Conduct sales conferences with prospective customers to review C2’s programs and services and enroll students.
- \* Conduct conferences with parents and students to review progress, adjust academic plans, and renew enrollments.
- \* Recruit, hire, manage and provide ongoing feedback and support to center staff.
- \* Manage class schedules to effectively staff sessions and meet company efficiency and usage targets.
- \* Lead company marketing initiatives by forming relationships with local schools and merchants and actively participating in community events as a C2 representative.
- \* Oversee student testing and monitoring of all students’ academic progress.
- \* Ensure flawless execution of C2 programs and initiatives.

**Required Skills Key Competencies/Success Factors Sales Driven:**

- \* Focused on creating and fostering customer-related opportunities to improve center sales.
- \* Demonstrates initiative and resourcefulness in expanding on existing customer base to increase center sales and profit.

**Customer Focus:**

- \* Dedicated to meeting the expectations and requirements of internal and external customers.
- \* Exhibits professional and approachable demeanor; understands they are the “Face of C2 Education”. \*
- Fosters an environment of open communication with students and parents to ensure positive and effective conflict resolution.

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

#### **Passion for Results:**

- \* Personally committed to the success of the center, and C2 Education.
- \* Approaches situations with a positive attitude, and offers creative solution-oriented options when faced with challenges.
- \* Ability to organize and manage multiple responsibilities successfully.
- \* Is proactive and works to solve for issues before they arise.

#### **Works well with others:**

- \* Establishes and maintains effective relationships with others and gains trust and respect.
- \* Listens, communicates and responds well with others both internally and externally.
- \* Demonstrates an attitude of helpfulness, support, and service.
- \* Creates and contributes to a team environment that is positive and productive with all employees.

#### **Personal Drive and Development:**

- \* Has a desire to grow professionally.
- \* **Actively continues self-development process by gaining knowledge and further building skills in the following areas:**
- \* Educational Curriculum
- \* Sales Analysis
- \* Time Management
- \* Coaching and Communication Skills
- \* Leadership Development

**Position Qualifications:** \* Bachelor's Degree required \* 3-5 years progressive career growth in management or consultative sales \* Background in sales / education / hospitality / retail \* Understanding college admissions process and/or local school system preferred \* **Bilingual in English and Korean or Mandarin beneficial** \* Creative problem-solver\* **Proficient in Microsoft Office**

#### **Job Location:**

**Levittown, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**Bachelor's Degree required**

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/446f65b187c9435ca4c3159dfb6ad309161>



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

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C2 Education

#### Job Title:

Center Director

#### Minimum Experience Required:

3-5 years

#### Job Description:

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#### Responsibilities:

- \* Meet sales performance targets and operational excellence standards.
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- \* Recruit, hire, manage and provide ongoing feedback and support to center staff.
- \* Manage class schedules to effectively staff sessions and meet company efficiency and usage targets.
- \* Lead company marketing initiatives by forming relationships with local schools and merchants and actively participating in community events as a C2 representative.
- \* Oversee student testing and monitoring of all students’ academic progress.
- \* Ensure flawless execution of C2 programs and initiatives.

#### Required Skills Key Competencies/Success Factors Sales Driven:

- \* Focused on creating and fostering customer-related opportunities to improve center sales.
- \* Demonstrates initiative and resourcefulness in expanding on existing customer base to increase center sales and profit.

#### Customer Focus:

- \* Dedicated to meeting the expectations and requirements of internal and external customers.
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## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

#### **Passion for Results:**

- \* Personally committed to the success of the center, and C2 Education.
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- \* **Actively continues self-development process by gaining knowledge and further building skills in the following areas:**
- \* Educational Curriculum
- \* Sales Analysis
- \* Time Management
- \* Coaching and Communication Skills
- \* Leadership Development

**Position Qualifications:** \* Bachelor's Degree required \* 3-5 years progressive career growth in management or consultative sales \* Background in sales / education / hospitality / retail \* Understanding college admissions process and/or local school system preferred \* **Bilingual in English and Korean or Mandarin beneficial** \* Creative problem-solver \* **Proficient in Microsoft Office**

#### **Job Location:**

Massapequa, New York

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

Bachelor's Degree required

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/9de20a3ec3874752b01da13d86671331161>

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

#### Company Name:

C2 Education

#### Job Title:

Center Director

#### Minimum Experience Required:

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#### Job Description:

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#### Required Skills Key Competencies/Success Factors Sales Driven:

- \* Focused on creating and fostering customer-related opportunities to improve center sales.
- \* Demonstrates initiative and resourcefulness in expanding on existing customer base to increase center sales and profit.

#### Customer Focus:

- \* Dedicated to meeting the expectations and requirements of internal and external customers.
- \* Exhibits professional and approachable demeanor; understands they are the “Face of C2 Education”.
- \* Fosters an environment of open communication with students and parents to ensure positive and effective conflict resolution.

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

#### **Passion for Results:**

- \* Personally committed to the success of the center, and C2 Education.
- \* Approaches situations with a positive attitude, and offers creative solution-oriented options when faced with challenges.
- \* Ability to organize and manage multiple responsibilities successfully.
- \* Is proactive and works to solve for issues before they arise.

#### **Works well with others:**

- \* Establishes and maintains effective relationships with others and gains trust and respect.
- \* Listens, communicates and responds well with others both internally and externally.
- \* Demonstrates an attitude of helpfulness, support, and service.
- \* Creates and contributes to a team environment that is positive and productive with all employees.

#### **Personal Drive and Development:**

- \* Has a desire to grow professionally.
- \* **Actively continues self-development process by gaining knowledge and further building skills**

#### **in the following areas:**

- \* Educational Curriculum
- \* Sales Analysis
- \* Time Management
- \* Coaching and Communication Skills
- \* Leadership Development

**Position Qualifications:** \* Bachelor's Degree required \* 3-5 years progressive career growth in management or consultative sales \* Background in sales / education / hospitality / retail \* Understanding college admissions process and/or local school system preferred \* **Bilingual in English and Korean or Mandarin beneficial** \* Creative problem-solver\* **Proficient in Microsoft Office**

#### **Job Location:**

Syosset, New York

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

Bachelor's Degree required

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/0204004b7373434899d52b4398431c1c161>





## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 1**

#### **Number of Openings:**

1

#### **Company Name:**

Citation Clinical Labeling Systems

#### **Job Title:**

Label Designer

#### **Minimum Experience Required:**

2 years

#### **Job Description:**

##### **PRIMARY DUTIES:**

- Coordinates all activities of designated projects to ensure that goals and objectives are accomplished within prescribed timeframe.
- Accountable for label design for assigned projects.
- Strong communication with project manager regarding status of pending proofs/orders.
- Maintain specific order of job files; updating of the Project Management database.
- Preparation of proof copy and related files and documentation for customer approval utilizing company layout and printing software.
- Completion of all associated project paperwork.
- Attendance to work is an essential function of this job.
- Other duties as assigned by Manager.

##### **COMPETENCIES REQUIRED:**

- Successful candidate will be proactive, self-directed, have sound judgment.
- Candidate must be comfortable operating in a dynamic environment; have solid understanding of how decisions will impact the project and the business.
- Must be innovative and embrace and exhibit a continuous improvement work style with outstanding written and verbal communications skills.

**QUALIFICATIONS:** Bachelor's Degree required. Minimum of 2 years of related experience in a clinical supplies or pharmaceutical environment. Excellent interpersonal and problem solving skills. Excellent attendance and work record. Strong proficiency in MS Office and at least 1 year experience in Adobe InDesign



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Job Location:**

**Brentwood, New York**

#### **Salary :**

**\$30,000 - \$35,000 yearly**

#### **Hours per Week:**

**40**

#### **Duration:**

**Full Time, Regular**

#### **Minimum Education Required:**

**Bachelor's Degree**

#### **How to Apply:**

**To apply, contact the employer by mail, by fax, by email, or on-line:**

**, Ilysa**

**95-14 Executive Drive**

**Edgewood, NY 11717**

**Fax: , Ilysa (631) 293-4277**

**Email: [iziscand@citlabels.com](mailto:iziscand@citlabels.com)**





## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

#### Company Name:

Cox Enterprises, Inc. (CEI)

#### Job Title:

Sales Assistant

#### Minimum Experience Required:

No experience requirement provided.

#### Job Description:

**\*\*Description:\*\*** To assist Account Executives with every aspect of the placement and processing of orders for TV Advertising Accounts. Act as liaison between station personnel, media buyers and salesperson to maintain an efficient sales desk. This is an entry level position ideally suited for someone interested in a career in television sales.

**Responsibilities:** Develop a firm understanding of the sales process, Nielsen ratings and Media line software. Maintaining orders once placed including revisions due to program changes and/or pre-empted spots, posting orders on a weekly basis and create television avails using excel. TV sales order entry. Organizing and maintaining schedules and paperwork. Resolves discrepancies and make goods. Making sure all assigned duties are completed efficiently and with adherence to deadlines. Work directly for one or more Account Executives and maintain an effective working relationship with them and other sales and company personnel. Works with and must develop an effective working relationship with all station and agency personnel. Perform general office duties including filing, answering phones including the switchboard, back up for other assistants and the like. Maintain regular and punctual attendance

**\*\*Qualifications:\*\*** College degree preferred, preferably in communications, public relations, advertising or business. Highly organized and possess the ability to switch focus quickly when needed and work on multiple projects at the same time. Fast and accurate computer data entry skill and ability. Proficient in Microsoft Office including Excel, Word & PowerPoint. Excellent written and verbal skills. Enjoy working in a fast paced environment, able to act with a sense of urgency and adhere to set deadlines. Have a personable demeanor with strong team and customer focus.



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Job Location:**

West Babylon, New York

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

College degree preferred

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/bc5dde048a8b4e87af3a36b162bc5a2c161>



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

**Number of Openings:**

1

**Company Name:**

**CPI Aerostructures, Inc.**

**Job Title:**

**Shipping Clerk**

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

CPI Aerostructures Inc., one of Long Island's leading aerospace companies, seeks a shipping clerk to be responsible for packaging and shipping all Material/ tooling requirements on a daily basis. Prepare all appropriate documentation for shipments. Create BOL and packing slips for all shipments.

**Requirements:**

High School diploma or equivalent. Must have strong organizational, analytical and communication skills. Computer experience and forklift knowledge is a plus. Lifting, standing, sitting, bending, grasping, holding, reaching, pushing and pulling are generally required to perform the functions of this position.

**\*\*Forward resume with salary history to [employment@cpiaero.com](mailto:employment@cpiaero.com)**

**\*\*Resumes without salary requirements **will not be considered. Please no telephone calls.****

**Job Location:**

**Brentwood, New York**

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**High School Diploma**

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

**To apply, contact the employer, by email, or on-line:**

**Email: [employment@cpiaero.com](mailto:employment@cpiaero.com)**



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

**Number of Openings:**

1

**Company Name:**

**CPI Aerostructures, Inc.**

**Job Title:**

**Polisher**

**Minimum Experience Required:**

**1 year**

**Job Description:**

CPI Aerostructures Inc., one of Long Island's leading aerospace companies, seeks individual to be responsible for performing all types of preparation and cosmetic touch up to support final release of product to the customer. Application of localized paint and sealant, as well as stenciling, decal application and/or any other final finishing requirements. Ability to lift, carry and handle objects weighing 25-30 pounds. Lifting, standing, sitting, stooping, bending, grasping, holding, reaching, pushing and pulling are generally required to perform the functions of this position. Designated employees in this job classification may be required to handle, transport, and/or participate in clean-up of minor hazardous waste spills. Prior to performing any of the above activities, designated employees will have satisfactorily completed training in Hazardous Waste Handling.

**Requirements:** \*\*High School diploma or equivalent. **O- 2 years of experience**

**\*\*Forward resume with salary history to [employment@cpiaero.com](mailto:employment@cpiaero.com)**

**\*\*Resumes without salary requirements **will not be considered. Please no telephone calls.****

**Job Location:**

**Brentwood, New York**

**Hours per Week:**

**40**

**Duration:**

**Full Time, Regular**

**Minimum Education Required:**

**High School Diploma**

**How to Apply:**

**To apply, contact the employer, by email, or on-line:**

**Email: [employment@cpiaero.com](mailto:employment@cpiaero.com)**



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

**Number of Openings:**

1

**Company Name:**

**CPI Aerostructures, Inc.**

**Job Title:**

**Structural Mechanic**

**Minimum Experience Required:**

**2 years**

**Job Description:**

CPI Aerostructures Inc., one of Long Island's leading aerospace companies, seeks a Structural Mechanic to perform assembly, installation, maintenance, layout, repair or modification operations necessary to fabricate, join or otherwise manufacture aircraft lots, line and major assemblies, section and complete aircraft. Lifting, standing, sitting, stooping, bending, grasping, holding, reaching, pushing and pulling are generally required to perform the functions of this position. Ability to lift, carry and handle objects weighing 25-30 pounds.

**NOTE:** Designated employees in this job classification may be required to handle, transport, and/or participate in clean-up of minor hazardous waste spills. Prior to performing any of the above activities, designated employees will have satisfactorily completed training in Hazardous Waste Handling.

**Qualifications:** Four (4) years of high school or equivalent vocational or similar training, including shop math to interpret and work from blueprints, specifications, manuals, and operation and work sheet instructions. Maintain any/all required certifications. Minimum two (2) year related experience, providing knowledge of a wide variety of sheet metal repair techniques, fasteners, and rivets.

**\*\*Forward resume with salary history to [employment@cpiaero.com](mailto:employment@cpiaero.com)**

**\*\*Resumes without salary requirements **will not be considered. Please no telephone calls.****



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

#### **Job Location:**

**Brentwood, New York**

#### **Hours per Week:**

40

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**High School Diploma**

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

**To apply, contact the employer, by email, or on-line:**

**Email: [employment@cpiacro.com](mailto:employment@cpiacro.com)**

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

**Number of Openings:**

1

**Company Name:**

Henry Schein, Inc.

**Job Title:**

Software Asset Management Analyst

**Minimum Experience Required:**

5 years

**Job Description:**

**JOB SUMMARY:** The Software Asset Management Analyst will assist in the development of an IT Asset Management Program, to focus on Software Asset Management for Henry Schein, Inc. This role will leverage industry best practices to assist in the management of license software entitlement, software acquisition, license compliance, maintenance renewals, life cycle planning and costing.

**ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES:** Provide expertise in terms of Software Asset Management life cycle.

**To include the analysis and design or redesign of:**

- \* Existing Software Asset Management processes
- \* Software request process
- \* License pooling & checks
- \* License deployment and retirement (sun-setting) Establish procedures and appropriate metrics pertaining to software asset planning and software compliance. Create the requisite repositories for the tracking of licenses purchased and relevant software contracts. Identify and advise management and technical teams on license entitlements derived from software deployed. Provide software usage analysis outlining potential efficiencies and cost savings. Initiate internal audits to ensure compliance, handle end users licensing issues and coordinate software retirement/sun-setting. Perform analysis and reporting of software installations and identify any opportunities for software license optimization. Develop working relationships across IT, Finance, Legal, and the necessary business units to support software asset management throughout its lifecycle. Work with software and hardware providers and consulting vendor service providers to ensure the best possible licensing situations are being leveraged.



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

**Experience:** Minimum five (5) years of IT organization experience. Minimum three (3) years of Software Asset Management is required. Two to four (2-4) years of strong Business Analysis experience. Software Asset Management knowledge and experience including software licensing, software asset management policies and procedures, and procurement lifecycles. Experience with software discovery data and software usage data. Excellent analytical and communication (both verbal and written) skills. Skills in compiling and analyzing large amounts of data from multiple sources.

**Education:** Undergraduate degree required along with equivalent work experience.

**Specialized Knowledge and Skills:** Certified Software Asset Management (**CSAM**) is **preferred**.

**Job Location:**

Melville, New York

**Duration:**

Full Time, Regular

**Minimum Education Required:**

Undergraduate degree

**Driver Licenses, Including Endorsements:**

Certified Software Asset Management

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <https://henryschein.taleo.net/careersection/hsi1/jobdetail.ftl?job=15278&lang=en>



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 1 of 3**

#### **Number of Openings:**

1

#### **Company Name:**

New York State Civil Service

#### **Job Title:**

General Mechanic - Electrician - Westhampton Beach

#### **Minimum Experience Required:**

4 years

#### **Job Description:**

##### **General duties and responsibilities include but are not limited to the following:**

- Major and minor repairs of all building systems from foundation to roof; interior and exterior.
- Work from verbal or written descriptions or from drawings or sketches to design, plan, layout and complete a variety of general trades projects.
- Review in-house work requests, and visit jobsite to determine materials needed to complete projects.
- May conduct inspections of the facility to determine maintenance needs and recommend priorities for repair based on the nature of the maintenance problem.
- Provides supervisor with recommendations for the type, quantity and quality of materials needed to accomplish a project.
- Monitors and inspects work in progress and upon completion to ensure compliance with relevant guidelines, codes and regulations; proper use of materials and equipment; and adherence to schedules are met.
- Prepares and maintains written records of work performed and completed accounting for labor and materials used. Written progress reports, following a prescribed format may sometimes be needed when a project is under way.
- Provides verbal instruction and/or demonstrates proper trade techniques and the proper use of tools and equipment.
- May occasionally fill in for Supervisor in their absence.
- Performs general grounds maintenance tasks such as clearing sites, mowing lawns, maintaining roads and sidewalks, snow and ice removal, and collection/pick-up of trash.
- Must have the ability to perform tasks with minimal supervision.
- Travel will be required – to include assistance at other facilities as needed.
- Overtime may be required – to include response to emergency maintenance/facility needs.
- Will be required to work on computers using Microsoft Office products (Word, Excel, Outlook, etc.) as well as various databases associated to New York State and facilities operations; such as the Statewide Financial System (SFS).
- Complete and attend training as required.



## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 2 of 3**

- Other job related duties as assigned.

#### **knowledge, Skills and Abilities:**

- Working knowledge of skilled and semi-skilled trades.
- Working knowledge of applicable Federal, State and local facility and building codes, health and safety standards and other applicable rules and regulations.
- Working knowledge of the methods, materials, tools and equipment used in the mechanical, electrical and/or building trades.
- Working knowledge of the principles of supervision.
- Working knowledge of safety standards and procedures.
- Ability to plan and schedule work, including determining staff, equipment, and supplies needed.
- Ability to read and interpret plans, diagrams, architectural blueprints and specifications.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public utilizing the facility.
- Ability to make standard arithmetic computations to calculate the dimensions of the project or building under construction, identify the proper placement of important structural components of the project or building, and calculate the quantity of materials and labor required to complete the project or building.
- Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.
- Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs.).
- Ability to work in confined spaces in accordance with requirements.
- Ability to work outside in various temperatures and inclement weather for extended periods of time.
- Ability to understand and carry out oral and written instructions.
- Must have basic computer skills and knowledge in the use of Microsoft programs. Prefer additional experience with facilities or other database systems.
- Ability to train and supervise others.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Good oral and written communication skills.
- Written materials must be clear and concise.



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 3 of 3**

#### **Job Location:**

**Westhampton Beach, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**Must be at least 18 years of age and have a high school diploma or GED.**

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

To apply, contact the employer on-line:

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.**

**E-mail to:** [Jeffrey.D.Harwood.NFG@Mail.Mil](mailto:Jeffrey.D.Harwood.NFG@Mail.Mil)

**FAX to:** (518) 786-6085

#### **Mail to:**

New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: **Classifications**



## JOB OPENINGS

**Number of Openings:**

1

**Company Name:**

**RSM Electron Inc.**

**Job Title:**

**Jr. Mechanical Engineer**

**Minimum Experience Required:**

**Entry Level**

**Job Description:**

**Specific Job Description:** This entry level position helps design and build new products from prototype to production in a medium sized company setting. Will assist senior engineering personnel to develop drawings and required documents. Has opportunity to interface with customers. Tremendous career growth potential!

**Requirements:**

- \* Bachelor of Science in Mechanical / Civil / Aerospace / Chemical / Process Engineering or equivalent.
- \* US Citizenship or Permanent Residency
- \* Strong interest in design and build of best-in-class high-reliability products use in space, aerospace, and military applications
- \* Demonstrated hands-on skills
- \* Great project management and fluent computer skills
- \* Detail oriented
- \* Effective verbal and written communication in English
- \* **Proficiency in Solidworks, AutoCAD, ANSYS a plus**
- \* **Travel less than 10%**

**Job Location:**

**Hauppauge, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**Bachelor of Science**

**Driver Licenses, Including Endorsements:**

**Proficiency in Solidworks, AutoCAD, ANSYS a plus**

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://jobs.ourcareerpages.com/job/120612?source=NLE>

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

## **JOB OPENINGS**

### **Part 1**

**Number of Openings:**

1

**Company Name:**

**Verizon**

**Job Title:**

**Project Manager - Network Transformation**

**Minimum Experience Required:**

**3 – 5 year's**

**Job Description:**

Work on interesting, multidimensional projects and manage the development of high-profile initiatives across our business. Collaborate with clients, guide and inspire cross-functional teams, and tap into your leadership skills to successfully oversee every step of a projects evolution.

**Responsibilities:** The position of Project Manager in Network Transformation will be responsible for the implementation and execution of the strategies and programs targeted to improve the customer experience and simplify Verizon's wireline service deliver. Improving our long-term wireline cost structure by leveraging the best network, simplifying product sets, streamlining service options, and retiring outdated assets. The Project Manager is responsible for wire center level migrations of services from legacy (largely copper-based) networks to more robust and efficient fiber networks or other alternatives. The Project Manager will be responsible for the implementation and execution of the program plan that allow for efficient customer migrations.

**The Project Manager will:**

- \* Possess a strong understanding of the Verizon internal and external network, both legacy and next generation equipment, services, and systems.
- \* Possess experience in working with or within the Consumer Mass Business organization and related customers / partners.
- \* Work with our customers, partners, and across lines of business to solve complex issues deriving from customer migrations.
- \* Be responsible for analyzing information to determine the best course of action that is in compliance with company and legal standards.
- \* Share knowledge and experience to enhance the technical and analytical capabilities of the PMO teams.
- \* Manage complex projects
- \* Track migrations 30/60/90 days to help identify key milestones critical to the overall program goals.

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

#### Qualifications:

- \* **Bachelors or equivalent work related experience. Master's a plus**
- \* 3 – 5 year's multidiscipline/line and staff management and leadership experience
- \* 3 – 5 years' experience working with our LOB's, customers, and all stakeholders
- \* **Project management experience**
- \* Knowledge of Verizon products, regulations, and associated tools / databases
- \* Must have good, leadership and interpersonal skills
- \* Must display the flexibility to work on cross functional teams
- \* Strong Decision-making and problem solving skills
- \* Strong communication and presentation skills
- \* **Office suite and MS Project Skills a plus**
- \* **NEVO, restoration, or migration experience (e.g. Sandy recovery) a plus**

#### Job Location:

Bay Shore, New York

#### Duration:

Full Time, Regular

#### Minimum Education Required:

Bachelor's Degree

#### Driver Licenses, Including Endorsements:

No Driver License requirements specified.

#### How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/dabc3bf7664b4a7da4ab0d89d533b383161>

## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

#### Company Name:

**Bostwick Laboratories**

#### Job Title:

**IHC Supervisor**

#### Minimum Experience Required:

**5 years**

#### Job Description:

##### Position Summary

In this position you will be responsible for the direction and daily operation of the Immunohistochemistry Laboratory. This is a working Supervisor position and includes slide preparation (paraffin and frozen sections), special staining, IHC staining using our unique manual system, In Situ Hybridization, antibody titer preparation, workflow management, equipment maintenance, QC/QA recording, employee assignments, and employee evaluations.

##### Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- \* Manage the day-to-day operations of the IHC Department including, but not limited to: department staffing needs, scheduling staff, and training and continuing education of staff.
- \* Monitors staff workload and turnaround time, with other key performance and quality metrics, to ensure the consistent and timely delivery of quality work from the IHC department, and to ensure that acceptable levels of analytic performance are maintained.
- \* Manage and evaluate the IHC staff through Competency Assessments, Proficiency Testing and Performance Evaluations.
- \* Supervise the research and development activities of the IHC staff.
- \* Develop and implement new IHC tests and methodologies.
- \* Develop, implement and improve processes including provide the necessary training to IHC Staff to ensure the consistent and timely delivery of quality work.
- \* Provide technical and administrative management such as policy and procedures development and department budgeting.
- \* Superior interpersonal communication: tactful, mature, flexible and professional
- \* Excellent verbal and written communication skills; resourceful and organized
- \* Prepare Quality Control documents. Report monthly and annual statistics to proper personnel.
- \* Compile Quality assurance data for quarterly Quality Improvement meetings.
- \* Ensure personal protective equipment in use by laboratory personnel.
- \* Proper usage of time management skills





## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

- \* Ability to perform laboratory mathematics
- \* Experienced with workflow management
- \* High energy level, comfortable performing multifaceted activities
- \* Advocate team concept
- \* Assumes other duties as assigned by management
- \* Understands and observes all confidentiality and HIPAA provisions
- \* Recognizes and conveys to management any departmental improvements necessary
- \* Must obey all safety rules and regulations at all times
- \* Responsible for maintenance and submission of time and attendance

### Qualifications:

The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Associate's Degree in a science-related field, bachelor's is preferred. Must meet CLIA guidelines for high complexity testing. HT (ASCP) is required, QIHC is preferred. NYSED License is required.

**Experience:** At least 5 years IHC experience is required.

### Job Location:

Uniondale, New York

### Hours per Week:

40

### Duration:

Full Time, Regular

### Minimum Education Required:

Associates Degree

### Driver Licenses, Including Endorsements:

No Driver License requirements specified.

### How to Apply:

To apply, contact the employer on-line:

Web-site: <https://home.eease.adp.com/recruit2/?id=12394161&t=2>



## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 1**

#### **Number of Openings:**

1

#### **Company Name:**

**General Electric**

#### **Job Title:**

**Biomedical Technician I**

#### **Minimum Experience Required:**

**1+ years**

#### **Job Description:**

##### **Role Summary/Purpose:**

Responds to service calls to evaluate, diagnose, and perform repair and planned maintenance (PM) on customers' basic biomedical equipment. Drives customer satisfaction through service excellence.

##### **Essential Responsibilities:**

- Under supervision, evaluate basic customer biomedical equipment issues, implement appropriate repairs; as assigned, perform planned maintenance (PM), safety, and environmental inspections and maintain effective customer relations.
- Follow appropriate GE policies, procedures, hospital protocol and complete necessary documentation.
- Maintain daily communications with customers as directed, to ensure resolution and proper follow-up, leading to customer satisfaction.
- As instructed, implement GE / customer facility contract, supporting business goals and objectives.
- May assist more and less experienced technicians on basic and more complex repairs /resolution respectively.
- Work as a member of local team to provide efficient service delivery to all accounts within assigned area. When trained, share on-call / pager responsibility.
- Document all repair actions and submit reports/summaries according to schedule.
- Ensure proper care of spares, tools and test equipment and ensure calibration.
- Enhance and maintain technical knowledge of current standards, codes and procedures regarding safe and effective use of medical equipment through formal instruction.
- Meet Health and Human Services, Environment Health and Safety requirements and/or all other applicable regulatory requirements.
- Perform other related duties as assigned.

## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 2**

#### **Quality Specific Goals:**

- Aware of and comply with the GEHC Quality Manual, Quality Management System, Quality Management Policy, Quality Goals, and applicable laws and regulations as they apply to this job type/position.
- Complete all planned Quality & Compliance training within the defined deadlines.
- Identify and report any and all customer quality or compliance concerns immediately to the Quality Organization.
- Ensure all work orders, vendor service reports, time and expense reports, PM activities, purchase orders and other duties are documented in an accurate and timely manner.
- Ensure all test equipment is tracked and 100% calibrated on time.

#### **Qualifications/Requirements:**

- Minimum High School Diploma/GED required.  
**AND one of the following:**
- Minimum of one-year military experience or other equivalent formal training in maintaining electronics, electromechanical or medical equipment.
- Minimum of an Associate's degree in Electronics or Mechanical Principles.
- Must be willing to occasionally travel outside of assigned region.
- Must be willing to submit to a background investigation, including for example, verification of past employment, criminal history and educational background.
- Willing to take a drug test
- Must be eligible to be legally authorized to work in the United States
- Must have a valid driver's license

#### **Job Location:**

**Mineola, New York**

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

**High School Diploma/GED**

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

**To apply, contact the employer on-line:**

**Web-site: <http://my.jobs/67917eb033194b5196535b0e1a3758b1161>**



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 1

#### Number of Openings:

1

#### Company Name:

Stony Brook University

#### Job Title:

LPN

#### Minimum Experience Required:

4 years

#### Job Description:

**Required Qualifications:** (As Evidenced by an attached Resume) High School diploma or equivalent and valid NYS License in Practical Nursing. Four (4) years full time experience in an ambulatory setting. Experience with taking vital signs, conducting spirometry, EKG and blood drawing.

**Preferred Qualifications:** Additional experience in an ambulatory care setting. Additional one year of experience in a Family or Internal Medicine practice. **Phlebotomy Certified.** Familiarity with the WTC Healthcare Program. **Spanish/English bilingual.**

**Brief Description of Duties:** The selected candidate will have excellent organizational and communication skills and will perform the following duties:

- \* **Provide direct patient care to include:** phlebotomy, spirometry and recording vital signs (blood pressure, pulse rate, height and weight).
- \* Gather information from patients to fill out the medical monitoring questionnaire.
- \* Perform patient injections as prescribed by the physician; Take notes on visit; Screen lab values as assigned and notify attending physician of abnormal values.
- \* Prepare patient charts and files as needed.
- \* Maintain patient chart flow sheets.
- \* Ensure the specimens are collected and delivered in a timely manner.
- \* Record results in patient chart and logs. Telephone results to other physicians as instructed.
- \* Assist with case care management, patient referrals and medical inventory.
- \* Participate in QI/QA projects and maintain unit for delivery of high quality care.
- \* Other duties as assigned.

**Special Notes:** Occasional Saturdays will be required. Travel between the Islandia and Mineola clinics will be required.



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Suffolk County Executive

**Frank Nardelli**  
Commissioner

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Workforce Investment Board Chair

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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 2**

**Job Location:**

**Mineola, New York**

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**High School diploma or equivalent**

**Driver Licenses, Including Endorsements:**

**Valid NYS License in Practical Nursing**

**How to Apply:**

**To apply, contact the employer on-line:**

**Web-site: <http://my.jobs/fc9b9c95305c4addbe4aaf8314d0a692161>**

## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 1**

**Number of Openings:**

1

**Company Name:**

**Telephonics Corporation**

**Job Title:**

**Principal RF Engineering Associate**

**Minimum Experience Required:**

**12 years**

**Job Description:**

**Job Description:**

- Builds, tests, troubleshoots, designs, repairs and modifies developmental RF electronic components, circuits, systems and equipment.
- Resolves complex engineering issues with respect to RF testing and troubleshooting initiatives on development projects, production programs, and mature programs.
- Troubleshooting efforts are to the component level on RF systems, equipment and circuit cards.
- Domain knowledge in Radar and IFF is strongly desired.
- Responsibilities include the following:
- Develop designs for simple HW Component Integration (HWCI) (in project's design tool) based on hardware requirements provided and under direction of Manager/Lead.
- Develop detailed test procedures
- Develop test reports and present results
- Writes technical reports and develops charts, graphs, and schematics to describe and illustrate system's operating characteristics, malfunctions, deviations from design specifications, and functional limitations.
- Primary Company representative during field/customer site testing of system functionality.
- Participate in others' peer reviews of HW design and code.
- Follow current department development processes
- Foster process improvement
- Perform tasks according to budget and schedule
- Uses computer assisted engineering and design hardware and equipment to perform engineering tasks
- Prepares status reports, as required.



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2

**EDUCATION:** Associate's degree or equivalent from a two-year college or technical school.

**EXPERIENCE:** Principal Engineering Associate (**minimum of 12 years**)

**OTHER:**

- PC familiarity for: Access to the network drafting records and purchasing system Use of the PC's disk operating system (DOS); Use of specialized PC software required by certain projects.
- Ability to use standard electronic test equipment, such as oscilloscopes, meters, counters, frequency meters, logic analyzers, etc.
- Skilled in the use of RF Test equipment and troubleshooting using spectrum analyzers, network analyzers, frequency counters, and other RF test equipment as required.
- Must be capable of multitasking in a dynamic engineering / production environment supporting a variety product lines.
- Occasional travel requiring overnight stays may be required.
- Airline travel must be acceptable.
- Must have a background that would permit the U.S. Department of Defense to issue a Secret clearance when necessary for work on a project that requires such a clearance.

**Job Location:**

Farmingdale, New York

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

Associates Degree

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://newyork.us.jobs/viewjob.asp?jobid=11165634>

## **JOB OPENINGS**

## **BUSINESS SERVICES**

**Marcus Duffin, Business Services Representative**

### **Part 1 of 3**

#### **Number of Openings:**

1

#### **Company Name:**

**Veeco Instruments Inc.**

#### **Job Title:**

**SAP SD Functional Specialist**

#### **Minimum Experience Required:**

**5 years**

#### **Job Description:**

##### **Responsibilities:**

- The SD specialist will be responsible for implementation and maintenance of the CRM and SD function in Veeco's global ERP footprint - SAP ECC 6.0 & SAP Cloud-for-Customer
- The SD specialist will work closely with Order Entry/ Sales Personnel to understand business needs and translate them into SAP/CRM configuration/ reports/ specifications, etc.
- The individual will be expected to respond to Help Desk requests by reviewing and resolving assigned tickets based on priority in a reasonable time and to provide the highest level of customer service
- The organization will also look to this individual for guidance on strategy relative to the SD module - What tools/ business processes can be implemented at Veeco in order to improve our efficiency/ productivity and ensure that IT supports the growth of the business
- The individual will guide the organization on which requests are in the best interest of Veeco to implement and how best they should be implemented across the Veeco enterprise
- The individual may also be called upon to be the technical lead/ functional project manager for company-wide projects, especially those in the SD area of expertise.
- The individual will assist with planning of SAP version/ support pack and enhancement pack upgrades
- The individual will also be expected to interact with outsource partners, ABAP writers and SAP itself for issue escalation/ resolution
- The individual will have a clear understanding of customer master data management - the homogeneity of master data, its impact on our business and on master data management policy
- The SD functional specialist will also customize/ configure the order-to-cash process during integration of acquired companies in support of the corporate strategy to grow by acquisition
- The individual will have subject matter expertise, develop documentation and training materials and deliver training on the use of functionality in the CRM/ SD areas. This and other responsibilities may require travel to Veeco sites worldwide.



## JOB OPENINGS

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative

### Part 2 of 3

- The individual will also be required to write ABAP query reports and dialog programs

### Qualifications:

- Bachelor's degree in Computer Science or a related field is required
- Must have 10 years' direct hands-on SD configuration/ functionality experience, with a minimum of 5 years' experience within a discrete manufacturing company. The functional expert will be very well versed with processes in Opportunity Management, Pricing Conditions, Order Entry, Delivery, and Invoicing and how to configure them in SAP/ CRM
- Functional experience with other SAP Modules - MM, FI, SM and BOBJ - is required
- Must have experience configuring a Software-as-a-Service based CRM (Customer Relationship Management) platform (Cloud-for-Sales/ Cloud-for-Service) – Such as SAP or Salesforce
- Ability to debug ABAP programs , create Queries and LSWM's, and experience with VERTEX highly desired
- Sense of urgency, being a team player, and commitment to customer satisfaction are required
- The person should have strong problem solving skills, be able to lead discussions and make decisions after carefully considering the interests and voice of customers/stakeholders
- The individual should be able to resolve conflicts and convince others why certain directions are most beneficial to the overall growth and scalability of Veeco
- Excellent verbal and written communication skills with the ability to train others and explain complex concepts and functions to non-SAP personnel
- The specialist should also be able to convert business requirements into functional specifications for SAP/ IT consultants to work on.
- Ability to maintain composure in stressful situations, operate effectively multi-tasking in a fast-paced environment is expected
- Prior project management experience – to manage projects for implementation of new features/ functionality – **is a plus.**
- Candidate should be capable of collecting, understanding and translating documents/ requirements and leading cross-functional efforts in a structured manner to complete projects on time and on budget
- The SD specialist should be a highly motivated self-starter with the ability to work under minimal direction in a matrixed organization



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## **JOB OPENINGS**

## **BUSINESS SERVICES**

Marcus Duffin, Business Services Representative

### **Part 3 of 3**

#### **Job Location:**

Plainview, New York

#### **Hours per Week:**

40

#### **Duration:**

Full Time, Regular

#### **Minimum Education Required:**

Bachelor's Degree

#### **Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

#### **How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://my.jobs/1925f1f1d4834042b8e0b79d70a365bc161>



## JOB OPENINGS

**Number of Openings:**

1

**Company Name:**

**Veolia Environmental Services-Technical Solutions**

**Job Title:**

**Environmental Specialist - Non Degreed**

**Minimum Experience Required:**

**1 year**

**Job Description:**

**DESCRIPTION/RESPONSIBILITIES:** Reporting out of our Wantagh, NY location -This position completes specialized disposal projects for our customers.

**Responsibilities include:** sampling material, manifesting, packaging, labeling, loading & coordinating transportation, and providing solutions for customers while adhering to state and federal environmental, health, and safety regulations. Please note that this is NOT a bench or laboratory chemist position. We are looking for candidates who have a background in the sciences and enjoy working on a variety of projects, in the field, and under various types of weather and working conditions.

**REQUIRED SKILLS:** High school diploma/GED Valid Driver's License and ability to obtain CDL

**Job Location:**

**Wantagh, New York**

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Minimum Education Required:**

**High School Diploma**

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer on-line:

Web-site: <http://newyork.us.jobs/viewjob.asp?jobid=11164480>

**\*\*To Apply scroll down to the "Apply Now" Link**

## BUSINESS SERVICES

Marcus Duffin, Business Services Representative